



TOWN OF ISLIP DEPARTMENT OF PLANNING AND DEVELOPMENT
Building Division

Permits.....224-5466, 69
Records/Inspections.....224-5470
Plans Examiners.....224-5467, 68

ONE MANITTON COURT ISLIP, NEW YORK 11751 Phone (631) 224-5464 Fax (631) 224-5462
Phil Nolan, Supervisor

CHANGE OF USE REQUIREMENTS

- Building permit application completely filled out with PROPERTY OWNER'S signature notarized.
- Filing fee
- If structural changes are being planned: FOUR copies of BUILDING PLANS drawn by a licensed architect or engineer with his/her original seal & signature.
- If **no** structural changes are being planned: FOUR copies of the floor plan (all floors) of the building whose use is being changed. The size & use of each room should be noted on this floor plan. The floor plan must be drawn by a licensed architect or engineer with his/her seal & signature. Please note that it is possible some structural changes may be required per the New York State Building and Fire Prevention Codes.
- A letter of use. The letter should state what the building was and what the intended use is.
- Two copies of the site plan/survey.
- Permit fee; to be paid when building permit has been approved.

Please contact the ENGINEERING DEPT at 224-5360 for SITE PLAN REVIEW requirements.